



## Tennessee Department of Education – Office of Educator Licensing

710 James Robertson Parkway - Andrew Johnson Tower, 12<sup>th</sup> Floor - Nashville, TN 37243

The information on this page must accompany any request for licensure transactions in the State of Tennessee. Please complete using black ink. Required items are identified with an asterisk (\*). **The personal affirmation section must be completed.**

### SECTION 1. CONTACT AND DEMOGRAPHIC INFORMATION

**This section must be completed.** Please be certain to provide accurate information.

First Name*	Middle Name*	Last Name*	(Maiden/Other Last Name)	
Date of Birth* (MM/DD/YYYY)	Street/P.O. Box*	City*	State*	Zip Code*
Primary Telephone Number* (999) 999-9999	Secondary Telephone Number (999) 999-9999		Social Security Number* 999-99-9999	
Primary Email Address*		Secondary Email Address		

The following information is collected for the purposes of federal reporting requirements. Please provide responses for ethnicity, race and gender.

- Ethnicity – Choose one ☐ Hispanic or Latino ☐ Not Hispanic or Latino
- Race – Mark all that apply ☐ American Indian or Alaska Native ☐ Asian  
☐ Black or African American ☐ Native Hawaiian/Other Pacific Islander  
☐ White
- Gender ☐ Male ☐ Female

### SECTION 2. PERSONAL AFFIRMATION\*

**This section must be completed.** False statements made in this application may constitute grounds to take action, revoke or deny a license. Check the appropriate response for each question. Do not include matters that the State Board of Education has previously investigated and found “No Probable Cause” to take any disciplinary action.

- ☐ Yes ☐ No 1. Have you been convicted of a felony, including conviction on a plea of guilty, a plea of *nolo contendere* or granting pre-trial diversion?
- ☐ Yes ☐ No 2. Have you ever been convicted of the illegal possession of drugs, including conviction on a plea of guilty, a plea of *nolo contendere* or an order granting pre-trial diversion?
- ☐ Yes ☐ No 3. Have you had a teacher’s certificate/license revoked, suspended or denied, or have you voluntarily relinquished a certificate/license. (Allowing a license to expire does not apply.)
- ☐ Yes ☐ No 4. Is there any action pending against your certification/license or application in another state?

- If you have answered “Yes” to question 1 or 2, please attach details of conviction, include date and location of conviction, and court certified copies of the judgment, conviction, and sentencing.
- If you have answered “Yes” to question 3 or 4, please attach details naming the state and/or issuing authority and explain the circumstances.

### SECTION 3. SIGNATURE AND DATE

**This section must be completed.**

Applicant Signature

Date

### SECTION 4. LICENSURE TRANSACTION REQUESTED

Please indicate the type(s) of licensure transaction(s) being requested. Mark all that apply.

☐ Initial Licensure ☐ Licensure Advancement ☐ Licensure Renewal ☐ Reactivating an Inactive License ☐ Waiver or Permit  
☐ Additional Endorsement ☐ JROTC ☐ International Teacher Exchange License ☐ Other: \_\_\_\_\_

# APPLICATION FOR INTERIM TYPE "D" LICENSE

**APPLICANT NAME** \_\_\_\_\_

**SOCIAL SECURITY NUMBER**\_\_\_\_\_

ALL DOCUMENTS SUBMITTED TO THE OFFICE OF TEACHER LICENSING BECOME THE PROPERTY OF THE STATE DEPARTMENT OF EDUCATION AND WILL NOT BE RETURNED TO THE APPLICANT NOR WILL THE DEPARTMENT PROVIDE COPIES OF DOCUMENTS TO THE APPLICANT OR THIRD PARTIES.

**INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE INSTITUTION**  
Both pages of application must be completed and submitted.

<b>TO BE COMPLETED BY THE DEAN OF EDUCATION</b>		
<b>OFFICIAL TRANSCRIPTS FROM THE FOLLOWING INSTITUTIONS ARE ATTACHED (must include pre-service credit completed)</b>		
<b>Name of Institution</b>	<b>Degree(s)</b>	<b>Date Degree(s) Conferred</b>
<b>THE APPLICANT WILL BE AN INTERN AT THE FOLLOWING LEVEL DURING SCHOOL YEAR 20_____ TO 20_____</b> _____ PRE-K    _____ ELEMENTARY    _____ MIDDLE    _____ SECONDARY (If secondary, give the subject area _____) (K-6)                                 (4-8)                                 (7-12)		
<b>Name of School System</b>	<b>Name of School</b>	
<b>This is to certify that the applicant has been admitted to the approved teacher education internshi</b>  <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <b>ENDORSEMENT TITLE</b>             _____            _____            _____         </div> <div style="text-align: center;"> <b>ENDORSEMENT CODE</b>             _____            _____            _____         </div> </div>		
<b>This form must be signed by the Dean of Education of a Tennessee institution with an approved internship program.</b>		
College or University	Signature of Dean	Date

### RENEWAL OF INTERIM D (Re-enrolled in program

<b>TO BE COMPLETED BY THE DEAN OF EDUCATION</b>		
<b>THE APPLICANT WILL BE AN INTERN AT THE FOLLOWING LEVEL DURING SCHOOL YEAR 20_____ TO 20_____</b> _____ PRE-K _____ ELEMENTARY _____ MIDDLE _____ SECONDARY (If secondary, give the subject area _____) <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>(K-6)</span> <span>(4-8)</span> <span>(7-12)</span> </div>		
<b>Name of School System</b>		<b>Name of School</b>
<b>This is to certify that the applicant has been admitted to the approved teacher education internshi</b>		
<div style="text-align: center;"> <b>ENDORSEMENT TITLE</b> </div> <div style="margin-top: 20px;"> <div style="border-bottom: 1px solid black; width: 250px; margin: 0 auto; height: 15px;"></div> <div style="border-bottom: 1px solid black; width: 250px; margin: 0 auto; height: 15px;"></div> <div style="border-bottom: 1px solid black; width: 250px; margin: 0 auto; height: 15px;"></div> </div>		<div style="text-align: center;"> <b>ENDORSEMENT CODE</b> </div> <div style="margin-top: 20px;"> <div style="border-bottom: 1px solid black; width: 250px; margin: 0 auto; height: 15px;"></div> <div style="border-bottom: 1px solid black; width: 250px; margin: 0 auto; height: 15px;"></div> <div style="border-bottom: 1px solid black; width: 250px; margin: 0 auto; height: 15px;"></div> </div>
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